





National Association of
Catholic Chaplains

**CHAPLAIN
RENEWAL OF CERTIFICATION**
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General Information

Whose responsibility is chaplain competence and excellence?



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Renewal of Certification

- Every five years
- 2 methods for renewal:
 - Current Competencies and Procedures (*full process*)
 - Reduced Certification Requirements (available to Retired members who meet specific requirements)

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Initial Materials

- The NACC National Office sends a letter referencing your renewal and the materials
- This letter is sent to you in December preceding your year to renew
- Materials are available on the NACC website
- No paper copies will be mailed

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Renewal Reminder Schedule

If you have not sent in your renewal of certification application and supportive materials, you will continue to receive the following reminders:

- April Email Reminder
- August Email Reminder
- November Mailed Letter

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NACC Website Materials

- Checklist of Supportive Materials
- Renewal of Certification Application (2 versions)
- Peer Review Report Template
- Education Report Forms (word or excel version)
- Certification Standards – Renewal (2009-2016)
- Certification Competencies – Renewal (2017)
- Certification Procedures Manual – Part Five
- Ethics Accountability Statement for Renewal of Certification
- Resources to Aid with the Renewal Process

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Submitting Materials

- You have a **full year** to submit materials but we encourage you to submit materials sooner than later
- If you do not submit your materials by the **deadline** your **certification will no longer be current**
- It is advantageous for you to submit your materials **early** in order to be notified before the end of the year regarding your renewal

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Process After Submission

- The NACC National office processes the submitted materials to ensure all required items have been submitted and **requests endorsement**
- At the next scheduled review, each **individual renewal** is **reviewed by a Certification Commissioner** and the reviewing Commissioner provides their recommendation to the full Commission.
- **Full commission votes** on individual renewals:
 - Vote to renew certification
 - Vote to deny renewal of certification
 - Return renewal materials for further clarifications
- The Renewal of Certification notification is made **30 days after the Certification Commission meeting**, pending that the NACC National Office has received your ecclesiastical endorsement.

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Savage Chickens

by Doug Savage



www.savagechickens.com

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Submission Deadlines

- Materials are due by **December 31** of the year you renew (e.g. for a 2018 renewal, materials are due by December 31, 2018)
- The Certification Commission reviews materials in **April, November, and Spring** (of the following year)
- Review **deadlines**:
 - Materials received **by** March 26 will be reviewed at the April 2018 meeting
 - Materials received **by** October 5 will be reviewed at the November 2018 meeting
 - Materials received **after** October 5 will be reviewed at the Spring 2019 meeting
- For those chaplains requiring notification prior to December 31, it will be necessary to submit your application and materials by the October 5 deadline so they can be reviewed at the November 2018 meeting, *...continuing the healing ministry*



Renewal Application Materials Current Competencies & Procedures *(full process)*



**Attitude?
What Attitude?**

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Application and Fee

- The first two items include:
 - Application (**form**)
 - 2018 Fee of \$200.00
 - 2019 Fee (yet to be determined)
 - If you are a NACC retired member the application fee is waived

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Ethics Accountability Statement

- Submitted at initial certification and renewal
- No disciplinary or corrective action arising from a complaint of unethical and/or criminal conduct imposed on and no complaint for unethical and/or criminal conduct that is pending in a civil, criminal, ecclesiastical, employment, or other professional organization's forum
- Never resigned, been transferred or terminated, nor negotiated a settlement from a position for reasons related to unethical and/or criminal conduct.
- If you cannot sign the statement, you must follow the Ethics Accountability Statement Procedures (EP11-EP14)

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Education Report Forms





Record Keeping

- Take time **annually** to maintain your education reporting
- Keep a back-up copy of your electronic education report forms

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Submission of Education Report Forms

- NACC education form
- Professionally presented
- Typed (not hand written)

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Education Reference Materials

- Certification Competencies
- Certification Procedures
- Education resource on new NACC Competencies

All Items Found on NACC website under:
"Renewal of Certification"

<http://www.nacc.org/certification/renewal-of-certification/board-certified-chaplain/renewal-materials/>

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What This Means Yearly

- For renewal in 2018, you may report either the years **2013-2017** or **2014-2018**, depending on the Continuing Education Hours you have obtained that you did not report in your previous renewal cycle. You must report a total of five (5) years.

Note: If this is your first renewal cycle, education hours achieved after your initial certification was approved may be counted towards renewal

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What This Means Yearly ~ 2009-2016

- For your continuing **education hours** if you are reporting education achieved between 2009-2016 you must use the categories from the **Standards (Standards 302-305)**
 - 50 hours annually:
 - 10 hours in Theory of Pastoral Care
 - 10 hours in Identity and Conduct
 - 10 hours in Pastoral Skills
 - 10 hours in Professional Skills
 - 10 hours at your discretion (must be distributed among the 4 above categories)

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What This Means Yearly ~ 2017 and Beyond

- For your continuing **education hours** if you are reporting education achieved in 2017 (and beyond) you must use the categories from the **Competencies**
 - 50 hours annually:
 - 10 hours in Integration Theory and Practice (ITP)
 - 10 hours in Professional Identity and Conduct (PIC)
 - 10 hours in Professional Practice Skills (PPS)
 - 10 hours in Organizational Leadership (OL)
 - 10 hours at your discretion (must be distributed among the 4 above categories)

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Education Report Form

- Must use the NACC Education Report **form template**
- Two versions of the form (either can be used)
 - 1 in Microsoft Excel
 - 1 in Microsoft Word
- Most recent versions of the Education Report Form include a cover sheet outlining important reminders on completing education reporting
- Submit 1 education report form for each education year reported (5 total)

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Template Education Report Form ~ Microsoft Excel Version

National Association of Catholic Chaplains
2017 and Beyond EDUCATION REPORT FORM

*Please review the Important Reminders on Sheet 1 before you begin.
Use ONE Report Form for each renewal year.
Please choose the 50 hours that were most beneficial to your learning within each year.*

Key for Coding Educational Activities:
A = Attended F = Presented M = Educational Materials (e.g. books, recordings) V = Volunteer Service to the NACC

Member Name: _____
Membership Number: _____
Report Year: _____

Description of Activity: <i>Include detailed information for each activity including title and author of books/articles/names of presenters, title of programs, locations.</i>	Date:	Hours	Key:
Integration of Theory and Practice Competencies (ITP)	Total Hours:	0.00	
Professional Identity and Conduct Competencies (PIC)	Total Hours:	0.00	

Important Information: Education Report Form



Template Education Report Form ~ Microsoft Word Version

National Association of Catholic Chaplains
2017 and Beyond EDUCATION REPORT FORM

*Please review the Important Reminders on Page 1 and 2 before you begin.
Use one Report Form for each renewal year.
Please choose the 50 hours that were most beneficial to your learning within this year.*

Key for Coding Educational Activities:
A = Attended F = Presented M = Educational Materials (e.g. books, recordings) V = Volunteer Service to NACC

Membership Number	Member Name	Report Year

Description of Activity: <i>Include detailed information for each activity including title and author of books/articles/names of presenters, title of programs, locations.</i>	Date:	Hours	Key:
Integration of Theory and Practice Competencies (ITP)	Total Hours:		
Professional Identity and Conduct Competencies (PIC)	Total Hours:		



Educational Activities

- How can I decide on the use of a particular activity?

DID YOU LEARN FROM IT?

*WHAT IS THE EDUCATIONAL VALUE
OF THE ACTIVITY FOR YOUR MINISTRY
AS A CHAPLAIN?*

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Activities Not Allowed

- Activities such as annual mandates or trainings required for your job cannot be submitted
- Ministry Activities – directly or indirectly related to your work cannot be submitted

Examples: preparing a homily, visiting patients, serving on committees as part of your job (e.g. Ethics)

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Attending Educational Events

- In the Key section, indicate **A** = attended
- Attend to the reporting carefully - list titles, presenters, and locations/sponsor of event
- Acronyms should be defined at least once in the Description of Activity Section
- Count attended time hour for hour
- Live presentations where you have been part of the original audience are considered “attended” events and coded as “A” (e.g. lectures/workshops/ audio conferences/webinars/ lectures)
- **5 hours per year per Category of Competency** must be attended hours

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Presenting Education

- In the Key section, indicate activity as **P** = presented
- Attend to the reporting carefully - list titles, and locations/sponsor of presentation
- Count your presentation time hour for hour
- Count your presentation preparation time hour for hour
- If you present the same program more than once, you can only count it once in your record of continuing education
- If you present and attend an activity, you may report the time spent in both methods (A and P); report the time separately on your report form

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Educational Materials

- In the Key section, indicate activity as **M** = reviewed education materials
- Materials include: reading (books, articles, etc.) and listening/viewing recordings (audio and/or video)
- All recorded events/presentations where you have not been part of the original audience are considered “materials” (e.g. webinars/audio conferences)
- Attend to the reporting carefully – list titles, author or presenter, and locations/sponsor of materials
- Clearly label activity as a book, video, seminar, conference, retreat, etc.

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Educational Materials *continued...*

- 25 **total** hours per year are permitted in any of the following combinations:
 - Books
 - Articles
 - Audio Recordings
 - Video Recordings
- You can claim hours per item at your discretion; there is no minimum per item

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Retreats

Beginning in 2017, a **maximum of 20 hours per year total** may be reported in attending/providing Retreats.

- **Directed Retreats** ~ You are on your own/you meet daily with a spiritual director **(4 hours per day)**
- **Guided or Preached Retreats** ~ You participate in a daily conference with a small group/you are on your own the rest of the day/you meet daily with a spiritual director **(4 hours per day)**
- **Conference-Type Retreats** ~ themed retreat/a presenter provides talks and periods of reflection/sharing **(Count by hours of participation)**
- **Individual Retreats** ~ Time for yourself/tailored by you **(4 hours per day)**

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Volunteer Service

- In the Key section, indicate activity as **V** = NACC volunteer service
- Must be for **service to the NACC** that is of an educational value
- Fifteen (15) hours per year* are permitted
- *If the Volunteer Service to the NACC includes serving as a volunteer for an initial certification interview weekend (interviewer, interview team educator, etc.), the Chaplain may report up to twenty (20) hours total per year.

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Other Activities

- Spiritual Direction – Ten (10) hours per year
- Therapy/Professional Supervision – Ten (10) hours per year
- Faith Sharing Group - Count your attendance hour for hour
- CPE Units (additional units or supervisory units):
 - Didactic activity – count hour for hour
 - Supervisory sessions – Ten (10) hours per year
 - Ministerial activities (patient visitations) cannot be reported for renewal

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Sample Education Report Form

National Association of Catholic Chaplains
2017 and Beyond EDUCATION REPORT FORM



4815, 5th Floor Avenue
New York, NY 10018-1098
Telephone: 212 485 9878
Fax: 212 485 9112
www.nacc.org

Please review the Important Reminders on Page 1 and 2 before you begin.
Use one Report Form for each renewal year.

Please choose the 50 hours that were most beneficial to your learning within this year.

Key for Coding Educational Activities
A = Attended P = Presented M = Educational Materials (e.g. books, recordings) V = Volunteer Service to NACC

Membership Number	Member Name	Report Year
11231	Abby Joan Smith	2017
Descriptions of Activities <i>Include detailed information for each activity including title and authors of books/articles name of presentation, title of program, location.</i>		
Integration of Theory and Practice Competencies (ITP)		Total Hours: 6.00
Addressing Religious and Spiritual Issues in the Clinical Encounter, Pam Cullen MD, University of Chicago ICHA Live Webinar		7/01 2.00 A
The Spirit Mind, Dr. Juan Cabera, St. Mary's Medical		4/12 4.00 A
Professional Identity and Conduct Competencies (PIC)		Total Hours: 11.00
Spiritual Direction		03/03, 04/03, 05/03 8.00 A
Retreat Day "Just for Your Soul" St. Lillian Doe, St. Agnes Retreat Center		11/01 4.00 A
Professional Practice Skills Competencies (PPS)		Total Hours: 1.00
Vision Article, Small Workshops, Big Challenges, D. Levinson		01/09 1.00 M
Organizational Leadership Competencies (OL)		Total Hours: 1.50
The Role of the Mission Leader in Healthcare Setting, Fr. Charles Smith, Loyola University (NACC webinar recording)		09/04 1.50 M
Grand Total Hours		29.5

Visit the NACC website to view more sample completed education report forms:
<http://www.nacc.org/certification/renewal-of-certification/board-certified-chaplain/renewal-materials/>

 **Peer Review**



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 **Selecting a Reviewer**

Enjoyment vs. Progress

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 **Peer Reviewer**

- Peer reviewer must be an **active** Certified NACC Chaplain or Educator or a **Retired** Certified NACC Chaplain or Educator
- Peer reviewer cannot be an **Inactive** or **Emeritus** NACC member
- Peer reviewer and renewing chaplain cannot have a **reporting relationship**
- Contact the NACC office if you require **assistance** finding a peer reviewer

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Peer Review Form

- Must use the NACC peer review form
- Professionally presented
- Typed (not hand written)

* attitude

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Items to Send to the Peer Reviewer

- Prior to the Peer Review, send the following items to the peer reviewer:
 - A copy of the recommendations from the **last interview or peer review.**
 - A completed copy of the Renewal of Certification Education Report **Forms.**
 - Renewal of Certification **Peer Review Form.**

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Missing Recommendations

- If you are missing your Presenter's Report Part II from your initial interview, contact the NACC National Office to request a copy
- If you are missing your previous peer review, contact the NACC National Office to request a copy

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Expectations Related to Education Form Review

- Peer Reviewer is expected to review all education report forms prior to peer review meeting and note to renewing chaplain any concerns related to:
 - Education hour requirements (e.g. total hours, attended hours, maximum hour limits)
 - Detailed information (e.g. presentation titles, names, locations)
 - Coding (A/P/M/V)

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Peer Review Form

- **Process** - summarizes the **process** of the peer review
- **Content** - the peer reviewer notes the **content** of the peer review, identifying:
 - The **meaning and effectiveness** of the continuing education activities for the Chaplain
 - An update regarding the Chaplain's **development** in the Categories of Competency with significant changes in the five (5) year period
 - **Progress on recommendations** made to the Chaplain during the previous interview or peer review (including listing the recommendations from the prior process)
 - Discussion of the Chaplain's **plans for future development**
- **Recommendations** – Identify **specific goals** for future growth that flow from the process and content

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Sample Peer Review Form

Visit the NACC website to view sample peer review reports:

<http://www.nacc.org/certification/renewal-of-certification/board-certified-chaplain/renewal-materials/>

National Association of Catholic Chaplains
2010 Peer Review Form

Instructions to Peer Reviewer: Please refer to the Certification Procedures Manual for specific instructions on the components of the Peer Review. Prior to your peer meeting, please review the reviewing chaplain's education report forms and identify any suggested areas of improvement which could be amended prior to their submission to the Certification Commission.

Please maintain the headings in this template. Once this form has been completed, print the form, sign and return it to the applicant so that he/she can sign it and forward all the materials to the NACC National Office.

Select the (type here) text below in each section and type in your report.

Applicant: type here
Action Sought: Renewal of Certification as NACC Chaplain
Peer Reviewer: type here
Date of Peer Review: type here

I. Process of Peer Review
Peer review is initiated via your member license located in chaplain's peer review; the sharing method of multiple materials to review has interim signs and proposed any concerns re: miscommunication, issues, time/venue, progress between meetings and forum.
type here

II. Content of Peer Review
The Content areas to address the specific requirements listed below.

Meaning and effectiveness of the continuing education and activities for the Chaplain:
type here

An update regarding the chaplain's development in the Categories of Competency:
Integration of Theory and Practice (ITP) (or 2009-2016 Theory of Pastoral Care)



Ecclesiastical Endorsement

- Ecclesiastical Endorsement letter is requested by the NACC National Office



Don't get too far from the herd!

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Letter of Recommendation

- **Lay applicants** are responsible for requesting a *letter of recommendation* from their pastor or a **priest in active ministry** – to be sent directly to NACC office
- Letter must be a signed original on letterhead and be **within one year** of application for renewal of certification
- A template letter of recommendation can be found on the NACC website. Letter should:
 - State how long the pastor/priest has known the applicant
 - Attest that applicant is a practicing Catholic in good standing with the church
 - Describe any parish/diocesan leadership or involvement
- Letter of recommendation will go with **request** for ecclesiastical endorsement to the (Arch)Bishop of the diocese of the Applicant's ministry
- Lay applicants ministering in the Archdiocese of New York, please contact the NACC national office for further instructions prior to requesting your letter of recommendation.

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Ecclesiastical Endorsement ~ Lay Members

- **NACC office sends request** for a current ecclesiastical endorsement to the appropriate authority:
 - request is sent to the (Arch)Bishop of the diocese of the Applicant's **ministry**
 - copy of recommendation letter is included
- Letter must be a **signed original on letterhead**
- Current is defined as **within one year** of application for renewal of certification

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Ecclesiastical Endorsement ~ Religious

- NACC office sends request for a current ecclesiastical endorsement to the appropriate authority:
 - for Religious Sister, Brother, or Priest: request is sent to **Major Superior**
- Letter must be a **signed original on letterhead**
- Current is defined as **within one year** of application for renewal of certification

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Ecclesiastical Endorsement ~ Ordained

- NACC office sends request for a current ecclesiastical endorsement to the appropriate authority:
 - for Diocesan Priest or Deacon: request is sent to **Ordinary (Bishop of the diocese of incardination)**
- Letter must be a **signed original on letterhead**
- Current is defined as **within one year** of application for renewal of certification

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Materials Retained at NACC National Office

- Renewal of Certification application
- Renewal of Certification Peer Review Form
- NACC Ethics Accountability Statement
- Ecclesiastical Endorsement Letter
- Copy of Certificate
- Copy of the NACC letter confirming renewal of certification
- Copy of the NACC letter stating exceptions, if applicable

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Renewal Application Materials Retired Reduced Requirements



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Eligibility

- Requirements:
 - A **retired member** of the NACC (no longer earning a salary as a chaplain or educator)
 - **Certified** for at least **five years**
 - Has successfully engaged in **at least one five-year renewal** of certification process

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NACC Volunteer Service

- **Eligible** to serve the NACC in the following ways:
 - Committees
 - Task Forces
 - Panels (excluding the Cert Appeal & Ethics Appeal)
 - Certification interviewer
 - Interview team educator
 - Peer reviewer

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NACC Volunteer Service *continued...*

- **Not eligible** to serve the NACC in the following ways:
 - Board of Directors
 - Certification Commission
 - Standards Commission
 - Ethics Commission
 - Cert Appeals Panel or the Ethics Appeals Panel

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Application and Fee

- Application (**form**)
- No application fee is due

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Ethics Accountability Statement

- **Ethics Statement is part of the Application form**
- Submitted at initial certification and renewal
- No disciplinary or corrective action arising from a complaint of unethical and/or criminal conduct imposed on and no complaint for unethical and/or criminal conduct that is pending in a civil, criminal, ecclesiastical, employment, or other professional organization's forum
- Never resigned, been transferred or terminated, nor negotiated a settlement from a position for reasons related to unethical and/or criminal conduct.
- If you cannot sign the statement, you must follow the Ethics Accountability Statement Procedures (EP11-EP14)

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Other Documentation

- The following documents are **not required** for those renewing certification utilizing the reduced requirements:
 - Education Report Forms
 - Peer Review Report
 - Recommendation Letter
 - Endorsement Letter

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Materials Retained at NACC National Office

- Renewal of Certification application
- Copy of Certificate
- Copy of the NACC letter confirming renewal of certification
- NACC Ethics Accountability Statement

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Return to Salaried Ministry

- Procedure to be followed if return to active ministry:
 1. Formal letter sent to NACC stating the change in retirement status
 2. NACC will initiate a change in membership level
 3. Lay member will need to request a letter of recommendation from a priest in active ministry and NACC will seek endorsement
 4. Education hours requirement (50 per year) will go back into effect (from date of return to ministry)
 5. Full renewal process will be required at next renewal IF member is still in salaried ministry

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Other Information

Need an extension?



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Extensions

- If **unable** to complete the renewal of certification process within the calendar year in which renewal is required, you may request in writing an extension from the Chair of the Certification Commission
- Extensions are granted in one (1) year increments for a total of two (2) years and **do not alter the original renewal of certification schedule**
 - 2018 First Extension fee to accompany request - **\$100**
 - 2018 Second Extension fee to accompany request- **\$200**
- Request for extension must be received by December 31st of the calendar year in which renewal is required

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Renewal of Certification

- Questions?
- Comments?

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